Inmate Admissions and booking

502.1 PURPOSE AND SCOPE

This policy establishes guidelines for admission, including implementing security measures, processing initial classification, processing immigration detainers, identifying medical and mental health issues, seizing and storing personal property, and providing intake telephone calls.

502.2 POLICY

This office shall use the following standardized policies when receiving arrestees to be booked into this facility. This is to ensure security within the facility and that arrestees are properly booked and afforded their applicable rights. The Shift Supervisor shall review each file for accuracy and initial prior to filing. This includes all bookings, releases, and updates.

502.3 PRE-BOOKING SCREENING

All individuals shall be screened prior to booking to ensure each individual is physically acceptable for admission and that all arrest or commitment paperwork is present (see the Medical Screening Policy). Required paperwork includes, as applicable:

(a) Arrest reports

(b) Probable cause declarations

(c) Warrants or court orders

(d) Victim notification information

(e) Documentation of needs related to religious practices, such as diet, clothing, and appearance (see the Religious Programs Policy)

(f) Accommodation requests related to disabilities (see the Inmates with Disabilities Policy)

(g) Information regarding suicidal statements or actions, or assessments of suicide risk

(h) Medical and mental health records

Any discrepancies in required paperwork should be resolved or missing documentation located before accepting the individual for booking from the arresting or transporting corrections deputy.

Prior to accepting custody of an individual who claims to have been arrested due to a mistake of identity or an individual who claims that identity theft led to the issuance of a warrant in the individual's name, members shall make reasonable efforts to investigate the claim of identity fraud or mistake. Members shall notify a supervisor when an individual makes a claim of mistaken identity or identity fraud.

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502.4 SEARCHES BEFORE ADMISSION

The Chief Deputy of Corrections shall be responsible for designating which items will be considered contraband, approved personal property, and excess personal property, and for creating procedures regarding the disposition of each category of property.

All individuals and their property shall be searched for contraband before being accepted for booking. All contraband items will be handled according to correctional facility procedures. Items of possible evidentiary value may be turned over to the arresting or transporting corrections deputy for processing or be processed according to the correctional facility's rules for handling evidence (see the Disposition of Evidence Policy). Approved personal property should be accepted. Items not approved should be returned to the arresting or transporting corrections deputy prior to the individual being accepted for booking, or disposed of according to correctional facility procedures. A description of the items returned to the arresting or transporting corrections deputy shall be documented in the individual's booking record.

Searches shall be conducted in accordance with the Searches Policy.

502.5 ADMISSION PROCESS

A unique booking number shall be assigned to each individual specific to the current admission. Photographs and fingerprints shall be taken (RCW 43.43.735).

Members facilitating the admission process should attempt to gather a comprehensive record of each individual, including the following:

- Identifying information, including name and any known aliases or monikers
- Current or last known address and telephone number
- Date and time of arrest
- Date and time of admission
- Name, rank, agency, and signature of the arresting corrections deputy and transporting corrections deputy, if different
- Health insurance information
- Legal authority for confinement
- Sex
- Gender identity
- Age
- Date of birth
- Race
- Height and weight
- Occupation and current or most recent employer

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- Emergency contact, including name, address, telephone number, and relationship to the individual
- Driver license number and state where issued or state identification number
- Social Security number
- Additional information concerning special custody requirements or special needs
- Local, state, and federal criminal history records
- Notation of any unique marks or physical characteristics, such as scars, birthmarks, or tattoos
- Medical clearance, if applicable
- Suicide risk
- Inventory of all personal property, including clothing, jewelry, and money
- A record of personal telephone calls made at the time of booking or the opportunity to place calls if the calls were not made
- Name of booking staff member
- Records related to past periods of detention at the correctional facility

Members shall not inquire or collect information about an individual's immigration or citizenship status or place of birth unless there is a direct connection between the information and an investigation into a violation of state or local criminal law (RCW 10.93.160). Members shall be instructed to leave fields or check boxes on forms blank if related to place of birth, immigration or citizenship status, and national origin.

502.5.1 LEGAL BASIS FOR DETENTION

Individuals admitted to the correctional facility shall be notified of the charge or other legal basis of confinement in a language they understand.

502.5.2 MISSING PERSON REPORT

When completing the admission process, if information from the National Crime Information Center, Washington Crime Information Center, or similar authority reveals that the individual is the subject of a missing person report, the Thurston County Sheriff's Office shall notify the agency with original jurisdiction for the missing person report that the individual is in custody (RCW 68.50.320).

502.5.3 TRIBAL LAW ENFORCEMENT NOTIFICATION

If an individual's criminal history records show that the individual is a tribal fugitive and the subject of an arrest warrant issued by a noncertified tribe, the Thurston County Sheriff's Office shall notify the tribal law enforcement agency that the individual is in custody, the reason for the detention, and the anticipated date of release, if known (RCW 10.32.010; RCW 10.32.030).

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502.6 TRANSITION FROM RECEPTION TO HOUSING UNITS

The Shift Supervisor or the authorized designee is responsible for ensuring only individuals who qualify are placed into appropriate housing. Those who will not be housed include individuals who are:

(a) Eligible for release following citation.

(b) Intoxicated or under the influence of any intoxicating substance.

(c) Arranging bail. Such individuals should be permitted a reasonable amount of time, at the discretion of the Shift Supervisor or designee, to make telephone calls before being housed.

502.6.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL

Staff shall respond promptly to medical symptoms presented by inmates to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

Custody staff should remain alert to signs of drug and alcohol overdose and withdrawal, which include, but are not limited to, sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing and generalized aches and pains. Any staff member who suspects that an inmate may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify the supervisor, who shall ensure that the appropriate medical staff is notified.

The Jail administration shall ensure a PBT, is available in the booking area and in Correctional Options. Staff shall secure PBT’s when not in use. Corrections deputies may administer a PBT to prisoners who appear to be under the influence of alcohol. Corrections deputies in the Correctional Options program shall randomly administer PBT’s to inmates participating in options programs.

Due to the potential for serious medical complications and the resulting liability, an arrestee with a Blood Alcohol Content (B.A.C.) reading of.25 or above will not be accepted for booking into the Thurston County Corrections Facility (TCCF), unless they have been cleared by an appropriate Medical authority.

502.6.2 SEPARATION

Individuals should be kept separate from admitted individuals during the admission process. When justified, individuals may be moved to administrative segregation during the booking process (see the Special Management Inmates Policy).

Newly admitted individuals should be separated according to the correctional facility's classification plan (see the Inmate Classification Policy).

502.7 PROPERTY CONTROL

All approved personal property received from individuals at the time of booking shall be inventoried. A receipt referencing the individual's booking number should be signed by the individual and the booking member. The original copy of the property receipt should be retained and placed in the individual's file and/or with the property. A second copy should be presented

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to the individual at the time of booking. Excess personal property shall be handled according to correctional facility procedures.

502.7.1 VERIFICATION OF MONEY

All monies belonging to the individual shall be verified in front of the individual. The individual should initial the dollar amount on the booking sheet. All money should be placed in a separate envelope and sealed.

Negotiable checks or other instruments and foreign currency shall also be sealed in an envelope with the amount indicated but not added to the cash total. Jewelry and other small property shall also be sealed in an envelope. All envelopes shall clearly indicate the contents on the front. The member sealing an envelope shall initial across the sealed flap. Should any money be withdrawn or added to the cash envelope, the member making the change shall enter the new amount below the original entry on the booking sheet, initial it, and write the new total on the outside of the envelope.

502.7.2 PROPERTY STORAGE

All approved property should be stored in a secure storage area. Only authorized personnel may access the storage area and only for the purpose of depositing or retrieving property, or to conduct authorized work, including maintenance and other duties as directed by the Chief Deputy of Corrections.

502.8 TELEPHONE CALLS

Every individual should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

(a) Telephone calls may be limited to local calls, but long-distance calls may be made by the individual at their own expense.

    1. The Office should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult.

(b) The individual should be given sufficient time to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

    1. These telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use their judgment in determining the appropriate duration of the calls.

(c) Calls to an attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded.

There is no obligation for members to make a telephone call on an individual's behalf; however, members shall facilitate reasonable accommodations to individuals with disabilities to make phone calls (see the Inmates with Disabilities Policy). A member is not required to wake a sleeping individual so that the individual may complete a call. The individual should be provided the opportunity to make telephone calls once awake.

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502.9 SHOWERING AND CLOTHING EXCHANGE

Individuals may be required to shower before being dressed in clean jail clothing. Showering should occur before transfer from the temporary holding area to a housing unit (see the Inmate Hygiene Policy).

502.10 UPDATING CHARGES AND BAIL

Booking deputies shall review incoming paperwork, checking for complete and accurate information. Deputies will change bail or other court info in the management information system as directed by the Court of Jurisdiction. The Shift Supervisor shall review and approve updated files before the end of their shift.

Staff shall ensure paperwork signed by the proper legal authority is received prior to updating an inmate’s charges or bail.

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